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**TITLE 1  
GENERAL**

**RULE 1.0010  
APPOINTMENT OF SPECIAL MASTERS**

(Deleted 4-4-92, effective 7-1-92)

**RULE 1.0015  
DESIGNATION OF BRANCH**

I. Designation of Branch

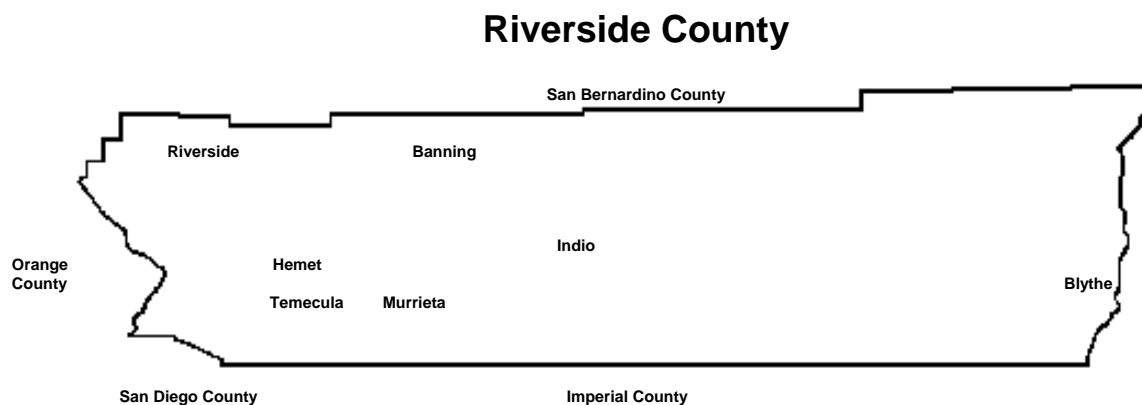
- A. When an original pleading or application is submitted for filing, it shall bear or be accompanied by a Certificate of Counsel designating the proper branch of the Court in which the matter should be tried or heard, together with reason(s) therefore.

Superior Court of California  
County of Riverside

- B. The Clerk shall file the same according to counsel's certificate, assigning a case number, as appropriate.

II. Geographic Location and Matters to be Heard

- A. In all actions in which the alleged cause of action occurred or the subject matter of the action is located in the geographical area of the Western Division, Mid County Division or Desert Division of the Riverside County Superior Court as outlined below, the action shall be tried and heard in the designated branch.



**WESTERN DIVISION:**

Family Law Branch  
4175 Main Street  
Riverside, CA 92501

Riverside Courthouse  
4050 Main Street  
Riverside, CA 92501

**MID-COUNTY DIVISION:**

Banning Branch  
155 E. Hays Street  
Banning, CA 92220

Southwest Justice Center  
30755-D Auld Road  
Murrieta, CA 92563

**DESERT DIVISION:**

Blythe Branch  
265 N. Broadway  
Blythe, CA 92225

Hall of Justice  
4100 Main Street  
Riverside, CA 92501

Juvenile Branch  
9991 County Farm Road  
Riverside, CA 92503

Hemet Branch  
880 N. State Street  
Hemet, CA 92543

Temecula Branch  
41002 County Center Drive #100  
Temecula, CA 92591

Indio Branch  
46-200 Oasis Street  
Indio, CA 92201

## **WESTERN DIVISION**

### **Riverside Branch**

Appeals  
4100 Main St.  
Riverside, CA 92501  
(951) 955-1565/1591

Civil  
4050 Main St.  
Riverside, CA 92501  
(951) 955-1960

Criminal  
4100 Main St.  
Riverside, CA 92501  
(951) 955-2300  
(951) 341-8876 (Traffic)

Family Law  
4175 Main St.  
Riverside, CA 92501  
(951) 955-1940

Juvenile  
9991 County Farm Rd.  
Riverside, CA 92503  
(951) 358-4137

Probate  
4050 Main St.  
Riverside, CA 92501  
(951) 955-1970

**Locations:** Arlington, Casa Blanca, Corona, Corona Hills, Edgemont, El Cerrito, Glen Avon, Highgrove, Home Gardens, La Sierra, Mira Loma, Moreno Valley, Norco, Pedley, Riverside, Rubidoux, Santa Ana Canyon, Temescal Canyon, and West Riverside

## **MID COUNTY DIVISION**

### **Banning Branch**

155 E. Hays St.  
Banning, CA 92220  
Criminal (951) 922-7145  
Civil/Small Claims (951) 922-7155  
Traffic (951) 922-7140

### **Hemet Branch**

880 N. State St.  
Hemet, CA 92543  
Traffic (951) 766-2310  
Civil/Small Claims (951) 766-2321  
Family Law (951) 766-2525

### **Southwest Justice Center**

30755-D Auld Road  
Murrieta, CA 92563  
Criminal (951) 304-5000  
Juvenile (951) 304-5000

### **Temecula Branch**

41002 County Center Dr. Ste. 100  
Temecula, CA 92591  
Limited Civil (951) 600-6400  
Small Claims (951) 600-6400  
Unlawful Detainers (951) 600-6400

**Locations:** Banning, Cabazon, Highland Springs, Poppet Flatt, Silent Valley, Beaumont, Calimesa, Cherry Valley and Whitewater

**Locations:** Aguanga, Anza, Gilman Hot Springs, Hemet, Idylwild, Mountain Center, Pine Cove, Redec, Sage, San Jacinto, Soboba Hot Springs, Valle Vista and Winchester

**Locations:** Murrieta, Temecula, Wildomar, Vail Lake, Lake Elsinore, Lakeland Village, Sedco, Wildomar, Alberhill, Meadowbrook, Canyon Lake, Perris, Sun City, Romoland, Homeland, Lakeview, Glenn Valley, Mead Valley, Quail Valley, Meadowbrook, and Nuevo

**Locations:** Murrieta, Temecula, Wildomar, Vail Lake, Lake Elsinore, Lakeland Village, Sedco, Wildomar, Alberhill, Meadowbrook, Canyon Lake, Perris, Sun City, Romoland, Homeland, Lakeview, Glenn Valley, Mead Valley, Quail Valley, Meadowbrook, and Nuevo

## **DESERT DIVISION**

### **Blythe Branch**

265 N. Broadway  
Blythe, CA 92225

Civil/Small Claims (760) 921-7981

Family Law (760) 921-7982

Traffic/Criminal (760) 921-7828

**Locations:** Blythe and Ripley

### **Indio Branch**

46-200 Oasis St.  
Indio, CA 92201

**Criminal (760) 863-8206**

**Civil (760) 863-8208**

Family Law (760) 863-8209

Juvenile (760) 863-8992

Probate (760) 863-8207

**Traffic (760) 775-0300**

**Locations:** Cathedral City, Desert Center, Desert Hot Springs, Eagle Mountain, Indio, Indian Wells, La Quinta, Coachella, Bermuda Dunes, Mecca, North Shore, Oasis, Palm Desert, Palm Springs, Pinyon Pines, Rancho Mirage, Salton Sea, Thousand Palms, and Thermal

(Adopted 1-1-86; Moved to "Court Organization" 11-7-92, effective 1-1-93; Reinstated to Title 1 and Amended 9-29-01, effective 1-1-02; amended 1-1-03; amended 7-1-03; area code correction 1-1-05; designation correction 1-1-06. )

### **RULE 1.0020**

#### **HEMET SESSION**

(Moved to "Court Organization" 11-7-92, effective 1-1-93)

### **RULE 1.0021**

#### **INDIO BRANCH**

#### **GENERAL**

(Moved to "Court Organization" 11-7-92, effective 1-1-93)

### **RULE 1.0022**

#### **TEMECULA SESSION ON TIME AND LOCATION**

(Moved to "Court Organization" 11-7-92, effective 1-1-93)



**RULE 1.0025**  
**PAYMENT OF FEES**

All fees shall be paid and all pleadings and papers shall be filed with the Clerk, before they will be considered by the Court.

(Adopted 1-1-86)

**RULE 1.0030**  
**CANCELLATION OF INSTRUMENTS**

When a written instrument sued on is received in evidence, the same shall, unless otherwise ordered, be marked as an exhibit, and in case judgment be ordered thereon, the Clerk shall, at the time judgment is ordered, unless otherwise directed, note over his/her official signature across the face of the instrument, the fact that judgment is ordered thereon, with the date of the order and title of the Court.

(Adopted 1-1-86; Amended 10-17-98, effective 1-1-99)

**RULE 1.0035**  
**CUSTODY OF PAPERS**

- A. Restriction on Taking. No papers, documents or exhibits on file in the office of the Clerk of this Court shall be allowed to be taken from the custody of the Clerk except as hereinafter provided.
- B. Order. By order of a Judge of this Court entered in the minutes, any exhibit may be returned to the witness or party by whom it was produced, after the substitution of a photostatic copy thereof; provided, however, that such order may dispense with such substitution in the case of an original record, paper or object taken from the custody of a public officer which is being returned to such officer, or in the case of an exhibit used only in making proof against a party whose default has been entered, or when a photostatic copy is impracticable, in which case a receipt shall be given, or when a written stipulation of all the parties consenting thereto is filed. The application for such an order shall be supported by an affidavit stating all the pertinent facts, except where it is made on stipulation.

(Adopted 1-1-86; Amended 10-17-98, effective 1-1-99)

**RULE 1.0040**

**SUBSTITUTION OF PARTY IN PROPRIA PERSONA (DOES NOT APPLY TO FAMILY LAW, JUVENILE OR PROBATE)**

(Deleted 4-4-92, effective 7-1-92)

**RULE 1.0045**

**COUNSEL TO PREPARE FORMS; USE APPROVED FORMS**

(Deleted 4-25-98, effective 7-1-98)

**RULE 1.0050**

**DEPOSIT, NOTIFICATION, FORFEITURE,  
AND REIMBURSEMENT OF CIVIL JURY FEES**

(Deleted 4-4-92, effective 7-1-92)

**RULE 1.0055**

**INSTRUCTIONS TO JURY**

(Moved to Title 2 as Rule 2.0070. Changed 10-17-98, effective 1-1-99)

**RULE 1.0056**

**JUROR LISTS**

Pursuant to Code of Civil Procedure Section 198.5, jury lists for court locations shall be drawn from the following geographic areas within the County of Riverside:

- A. Riverside/Corona/Hemet/Banning/Lake Elsinore/Perris and Temecula: All areas west of North-South line running through Whitewater; including the cities and unincorporated areas of Aguanga, Anza, Banning, Beaumont, Cabazon, Calimesa, Canyon Lake, Cherry Valley, Corona, El Cerrito, Glen Avon, Highgrove, Home Gardens, Homeland, Idyllwild, Jurupa, Lake Elsinore, Lakeview, Mead Valley, Menifee, Mira Loma, Moreno Valley, Mountain Center, Murrieta, Norco, Nuevo, Perris, Quail Valley, Rainbow, Rancho California, Riverside, Romoland, Rubidoux, San Jacinto, Sun City, Temecula, Wildomar and Winchester;
  - 1. The juror draw for the following zip codes and/or designated local geographic area zip codes shall be distributed as follows: Zip codes 92570 and 92571 75% to Southwest Justice Center and 25% to Riverside.
  - 2. Jury panels may be drawn from the below designated local geographic areas in which the charged offense occurred:

Superior Court of California  
County of Riverside

- a. Banning Court local geographic area shall include residents of postal zip codes: 92220, 92223, 92230, 92320;

The juror draw for the these zip codes and/or designated local geographic area shall be distributed as follows: 50% to Banning and 50% to Riverside.

- B. Southwest Justice Center local geographic area shall include residents of postal zip codes: 92302, 92306, 92343, 92344, 92349, 92383, 92396, 92530, 92531, 92532, 92536, 92539, 92543, 92544, 92545, 92546, 92548, 92549, 92562, 92563, 92564, 92567, 92572, 92581, 92582, 92583, 92584, 92585, 92586, 92587, 92589, 92590, 92591, 92592, 92593, 92595, 92599.

1. The juror draw for the these zip codes shall be distributed as follows: 80% to Southwest Justice Center and 20% to Riverside.

- C. Indio/Palm Springs: All areas east of North-South line running through Whitewater, and west of North-South line running through Desert Center; including the cities and unincorporated areas of Arabia, Bermuda Dunes, Cathedral City, Coachella, Desert Beach, Desert Hot Springs, Indian Wells, Indio, La Quinta, Mecca, North Shore, Oasis, Palm Desert, Palm Springs, Pine Meadow, Pinyon Pines, Rancho Mirage, Salton, Sky Valley, Thermal, Thousand Palms and Whitewater;

- D. Blythe: All areas east of North-South line running through Desert Center; including the cities of Blythe, Desert Center, Eagle Mountain, Ironwood, 100 Palms and Ripley.

- E. If, after the commencement of jury selection, the number of jurors in the local geographic area shall prove insufficient for the jury trial, the trial judge shall have the discretion to supplement the sub-panel with available jurors from the master list.

(Added 10-30-99; effective 1-1-00; amended 4-25-03, effective 7-1-03)

**RULE 1.0060**  
**INTERPRETERS AND TRANSLATORS**

- A. General Information - All Languages

1. Interpreters shall be provided by the Court in criminal, traffic, juvenile, and family law domestic violence actions. Parties shall make necessary arrangements to provide their own interpreter in all other matters. The Court

Superior Court of California  
County of Riverside

shall schedule and pay the costs of interpreters interpreting for prosecution witnesses during the witness' testimony only.

2. In instances wherein the Court provides interpreters, parties must provide the Court with either a minimum forty-eight (48) hour (two business days) notice (for Spanish and Sign) or five (5) business days notice (for all other languages) to ensure that an interpreter will be available.
3. Requests to the Court for interpreter services are to include the following information: date, time, and place interpreter is needed, case number, name of requesting attorney, whether requirement is for a trial, for a full day or a half day, or for a short hearing such as pronouncement of judgment, etc.
4. If a court proceeding's time and/or date are changed or canceled by the parties, and interpreter services have been arranged by the Court for that proceeding, the party that requested the interpreter must notify the Court twenty-four (24) hours in advance of the change or cancellation. Timely notice of changes are absolutely necessary in order to cancel or reschedule an interpreter, thus precluding a needless trip by the interpreter and a fee payment by the Court.
5. Court-appointed interpreters shall be available and remain on call for those portions of either half or full day of retained service when initial assignments are completed.
6. In the event that an interpreter has two separate assignments in different court locations in Riverside County on the same day, that interpreter shall bill the Court at the full day rate rather than multiple half days.
7. Court-scheduled interpreters shall be compensated at the rate established by the Court.
8. A copy of the Interpreters' Fee Schedule shall be maintained in the Courts' Executive Office.

B. Interpreters for Deaf and Hearing Impaired Persons

The Court shall provide an interpreter for deaf or hearing impaired individuals for all court proceedings pursuant to Evidence Code 754.

(Adopted 1-1-86; Amended 10-16-98, effective 1-1-99)

**RULE 1.0065**  
**ATTORNEY FEE SCHEDULE**

In default cases in which attorney's fees are awardable, the court may consider the following schedule, but shall not be bound by it:

DEFAULT CASES	
IF THE TOTAL AMOUNT OF THE JUDGMENT IS:	ATTORNEY'S FEES
\$0 - \$1,000	25% of judgment.
\$1,001 - \$7,500	15% of the amount in excess of \$1,000 plus \$250.
\$7,501 - \$15,000	10% of the amount in excess of \$7,500 plus \$1,225.
\$15,001 - \$25,000	4% of the amount in excess of \$15,000 plus \$1,975.
Over \$25,000	2% of the amount in excess of \$25,000 plus \$2,275.

(Adopted 1-1-86; amended 4-1-95, effective 7-1-95; amended 4-20-96, effective 7-1-96; amended 4-19-97, effective 7-1-97; amended 4-25-98, effective 7-1-98; amended 10-30-99, effective 1-1-00; amended 10-28-06, effective 1-1-07)

**RULE 1.0066**  
**ARBITRATOR'S FEES**

Compensation for arbitrators shall be \$150 per case unless the Supervising Civil Judge authorizes a higher fee. Upon the filing of the arbitrator's award or notice of settlement, the fee statement may be submitted to the Arbitration Administrator in the following form

(Adopted 1-1-86; Amended 11-7-92, effective 1-1-93; moved from Title 4 (Rule 4.0060) 10-17-98, effect. 1-1-99 Form amended 7-1-03):

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF RIVERSIDE**

	)	
Plaintiff(s)	)	
	)	
vs.	)	Case No. _____
	)	
Defendant(s)	)	ARIBTRATOR'S FEE STATEMENT
_____	)	

Pursuant to local court policy, I am submitting this fee statement requesting payment of \$150 for my services in conducting arbitration proceedings.

Date(s) of Hearing: \_\_\_\_\_

Date the Award/Settlement was filed: \_\_\_\_\_

Make check payable to:

\_\_\_\_\_  
Signature of Arbitrator

\_\_\_\_\_  
Name

\_\_\_\_\_  
Printed Name of Mediator

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Social Security Number (required) Use same number as on W-9 Form

**\*\*\*\*\*Below Is For Court Use Only\*\*\*\*\***

I certify that this fee application has been submitted in compliance with local court policy and the Auditor of Riverside County is hereby ordered to draw a warrant on the County Treasurer in the amount of \$150 payable to the above named person for payment of his services in this case.

Amount Authorized \$ \_\_\_\_\_

Authorized by: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

**RULE 1.0070**  
**ATTORNEY FEES IN MINOR'S**  
**COMPROMISE CASES**

- A. Fees. On any application for approval of a compromise of a claim under the provisions of Section 372 of the Code of Civil Procedure or in any petition for approval of a claim under the provisions of Section 3500 of the Probate Code, any judge approving attorney fees and setting the amount thereof under Sections 3302 and 3601 of the Code should be guided by the following standards:

Absent unusual circumstances or conditions, the approved attorney fees for a minor's compromise case should not exceed twenty-five percent of the settlement amount, if the settlement occurs before the case is assigned to a department for trial.

- B. A petition to compromise a minor's claim shall contain the following information:
1. A brief statement which sets forth the facts which establish liability.
  2. A statement which outlines all medical treatment furnished, to date, what future medical, if any, is expected to be required and the nature and extent of any permanent injuries sustained by the minor.
  3. The total medical expenses incurred by the minor to date and the estimated cost of any anticipated medical attention which will be required in the future.
  4. A reasonably detailed declaration setting forth all effort expended on behalf of the minor in obtaining the settlement and how it was expended. The declaration should address any or all of the following factors:
    - a. Was the case an obvious liability and policy limits case that just needed processing?
    - b. What was the degree of difficulty involved:
    - c. How much skill was needed and employed?
    - d. How much risk was there of a poor result for the amount of work done?
    - e. How much money did the attorney advance?

- f. How many hours of work did the attorney do?
- g. What result was achieved?
- h. What time elapsed between the work and getting paid the attorney fees?
- i. The fact that the attorney's fee is contingent on recovery.

For additional information see Niederer v. Ferriera, [1987] 189 Cal. App. 3d 1485.

- 5. Where the injuries (damages) clearly exceed the amount of the insurance policy being offered, the statement shall also include a recitation of all steps taken to determine if any additional coverage or assets are available from which the minor could seek compensation.
  - 6. Any additional information that may be of assistance to the court in determining if the petition should be granted or would assist the court in determining reasonable compensation for the attorney in the case.
- C. Costs. Allowable costs (CCP 1033.5) paid or incurred by the attorney will ordinarily be deducted from the judgment/settlement prior to computation of fees.
- D. Structured Settlement. If the petition for approval of a claim under Section 3500(b) of the Probate Code relates to a structured settlement calling for future periodic payments, the petition shall state the cost of the annuity.

(Adopted 1-1-86; Amended 4-4-92, effective 7-1-92; Amended 4-1-95, effective 7-1-95)

#### **RULE 1.0073**

#### **VIDEO RECORDATION (Blythe Branch Only)**

The official record of proceedings in which audio/video equipment is used shall consist of two video tape recordings made simultaneously. One shall be labeled "A" and the other "B". To the extent possible, tape "A" shall be stored and used only if tape "B" is damaged. Tape "B" shall be used for purposes of copying and making a record on appeal.

All official proceedings using audio/video recordings shall be identified by date, court, department, and sequence (A,B,C,D). Recording C, D or dubbed audio/video tapes will be available to parties in the order in which they requested copies. A \$50.00 charge will be required for each audio/video tape.



A typed transcript of the proceedings shall be provided upon request in the same manner, form and cost as a transcript prepared and delivered by an official court reporter.

In each instance, the judge or his designee shall affix to the official audio/video tape recordings: 1) a log which accurately reflects the proceedings conducted and, in the judge's discretion, other events of notice, and 2) a certificate asserting the accuracy of the audio/video tape as reflected on the log.

(Added 10-21-89, effective 1-1-90; Amended 10-19-96, effective 1-1-97; correction 1-1-06.)

**RULE 1.0075**  
**BENCH WARRANTS**

(Deleted 10-17-98, effective 1-1-99)

**RULE 1.0080**  
**INSTALLMENT JUDGMENTS**

- A. Application. Every application for the issuance of execution of an order or judgment payable in installments shall be by affidavit or declaration under penalty of perjury, setting forth:
1. All pertinent provisions of the order or judgment;
  2. An itemization of each payment alleged to be due, and the date when it fell due;
  3. An itemization of each payment made, and the date when it was made;
  4. The total amount of principal alleged to be due;
  5. If interest is claimed, the amount of each installment of interest, and the date when it fell due;
  6. The total amount of interest alleged to be due;
  7. The total amount for which the writ of execution is sought to be issued.
- B. Issuance. The issuance of a writ of execution shall be made only upon order of the Court.

(Adopted 1-1-86)

**RULE 1.0081**  
**PROCESSING OF DOCUMENTS SUBSEQUENT TO FILING OF BANKRUPTCY**

(Deleted 10-17-98, effective 1-1-99)

**RULE 1.0082**  
**JUDGMENT BY DEFAULT - DECLARATION**

(Moved to Title 2 (Rule 2.0100) 10-17-98, effective 1-1-99)

**RULE 1.0085**  
**UNDERTAKINGS**

(Deleted 4-25-98, effective 7-1-98)

**RULE 1.0090**  
**FILING AND FORMAT OF PAPERS**

(Deleted 4-25-98, effective 7-1-98)

**RULE 1.0091**  
**FACSIMILE TRANSMISSION FILINGS**

Pursuant to California Rules of Court, Rule 2001 et. seq., a party may file by fax directly with the appropriate court location using the facsimile number listed below. The first sheet transmitted shall be the Judicial Council Facsimile Transmission Cover page followed by any special handling instructions. The document to be filed by the Court shall include the word "BY FAX" and if represented by an attorney, the attorney shall also include his or her facsimile machine telephone number, designated as a "fax" number.

Visa, Mastercard, or Discover Card accounts may be used to charge fees on facsimile filings or any attorney may establish an account with the court before filing by direct fax. For information regarding establishing an account with the court contact the Civil Division of the Clerk's Office.

Court Name

Court Fax Number

Riverside Civil  
4050 Main Street  
Riverside, CA 92501

(951) 955-1751

Superior Court of California  
County of Riverside

Banning (951) 922-7160  
155 E. Hays Street  
Banning, CA 92220

Hemet (951) 766-2317  
880 N. State Street  
Hemet, CA 92543

Southwest Justice Center (951) 304-5170  
30755-D Auld Road  
Murrieta, CA 92563

Temecula (951) 600-6435  
41002 County Center Drive  
Temecula, CA 92591

Indio (760) 863-7965  
46-200 Oasis Street  
Indio CA 92201

Blythe (760) 921-7941  
265 N. Broadway  
Blythe, CA 92225

**FAMILY LAW**

Riverside (951) 955-6959  
Indio (760) 863-8707  
Blythe (760) 921-7941  
Hemet (951) 766-2505  
Southwest (951) 304-5170

(Added 4-4-92, effective 7-1-92; amended 4-3-93, effective 7-1-93; amended 10-19-96, effective 1-1-97; amended 4-19-97, effective 7-1-97; amended 10-17-98, effective 1-1-99; amended 1-1-03; amended 7-1-03; area code correction 1-1-05)

**RULE 1.0092**  
**EXHIBITS/LODGED DOCUMENTS**

Prior to expiration of time for appeal, “exhibits” and/or “lodged documents” shall not be released to attorneys or any other parties without order of the Court.

(Added 4-25-98, effective 7-1-98; amend. 10-17-98, effective 1-1-99)

**RULE 1.0095**  
**TITLE AND DESIGNATION OF PARTIES**  
**TO A CAUSE OF ACTION**

(Deleted 4-25-98, effective 7-1-98)

**RULE 1.0100**  
**SANCTIONS**

(Deleted 4-25-98, effective 7-1-98)

**RULE 1.0105**  
**SETTLEMENT CONFERENCE**

(Deleted 4-25-98, 7-1-98)

**Rule 1.0106**  
**SETTLEMENT CONFERENCES**

A. Settlement Conferences.

In addition to the requirements of Rule 222(d), California Rules of Court, the settlement conference statements shall contain a brief summary of the facts, the issues to be determined, and the basis for the relief sought or defenses asserted.

B. Mediation

1. Setting. The Court may, where appropriate, order the parties to participate in mediation. No mediation may be continued by stipulation of the parties, without the written approval of the mediator and the Court.
2. Mediation Briefs. No later than five (5) days before the date set for mediation, each party must file with the Court and serve on all opposing parties, a mediation statement setting forth the causes of action, the nature of the case, a concise statement of facts, the issues to be resolved, the parties contentions, and a statement as to current demands and offers. Briefs must not exceed five (5) pages.
3. Attendance by Parties. All parties must be personally present. Appearance by an attorney claiming to have settlement authority does not satisfy this requirement. If a party is an entity other than a natural person, all persons whose consent to a settlement is necessary must be present, unless the representative present has written authorization, signed by all persons whose

consent is required, extending unlimited and unconditional authorization to that representative to enter into a settlement. Where a party is represented by an insurance carrier, unless an insurance carrier acknowledges an unqualified and unlimited duty to indemnify in connection with the matter in litigation and the consent of the client to the settlement is not required, not only must the insurance carrier attend but so must the represented party. As to the insurance carrier, said carrier shall have a representative present who shall be the person who has unlimited and unconditional authority to enter into a settlement.

Whenever a party or representative is required to be personally present, the Court where the mediation will take place may waive such requirement provided (a) good cause is shown and (b) the application for waiver is made prior to the date scheduled for the mediation. In granting such application, the court may impose appropriate conditions.

3. Sanctions. Failure to comply with this rule may result in sanctions.

(Added 10-30-99; effective 1-1-00; amend. 10-20-00, effective 1-1-01; amend. 10-18-02, effective 1-1-03)

#### **RULE 1.0110**

##### **PEREMPTORY CHALLENGE TO JUDGE OR COMMISSIONER**

(Added 10-21-89, effective 1-1-90; amend. 10-23-93, effective 1-1-94; amend. 10-21-95, effective 1-1-96; amend. 10-17-98, effective 1-1-99; Deleted 3-31-00, effective 1-1-01)

#### **RULE 1.0115**

##### **COMMISSIONERS AS TEMPORARY JUDGES**

All Commissioners are appointed as Temporary Judges. Their Oaths of Office are available at the Executive Office of the Court.

(Adopted 4-28-06, effective 7-1-06)

#### **RULE 1.0200**

##### **CASE MANAGEMENT POLICY**

A system that provides adequate notice of scheduled events and certainty that they will occur as scheduled is more likely to encourage timely and effective case preparation by counsel than will an unpredictable system. Such preparation in turn heightens the likelihood of a speedy and just disposition of matters in controversy. From commencement

of litigation to its resolution, whether by trial or settlement, any elapsed time other than that reasonably required for pleadings, discovery and court events, is unacceptable and should be eliminated. To enable and encourage a just and efficient resolution of cases, the Court, not the lawyers or litigants, should control the pace of litigation. A strong judicial commitment to case management is essential to reducing delay and maintaining a current docket.

(Added 10-23-93, effective 1-1-94; Moved from Title 7 (Rule 7.0005) and Title 11 (Rule 11.0030), 10-17-98, effective 1-1-99; amend. 10-18-02, effective 1-1-03)

**RULE 1.0210**  
**COLLECTIONS OF FINES**

On July 1, 1992, the Executive Officer/Clerk shall assume responsibility for management of the Revenue and Recovery Unit (now called Financial Services) presently assigned to the County Executive Office. Also, on this date, the Executive Officer/Clerk shall assume responsibility for the collection of all fines ordered in criminal proceedings.

- A. Effective July 1, 1992, all fines ordered on criminal matters as a part of Terms and Conditions of Probation shall be ordered paid to the Clerk of the Court.
- B. The Probation Officer and Executive Officer/Clerk shall establish procedures to insure the Court is properly informed of compliance or failures to comply with the payment of court ordered fines.

(Added 4-25-98; effective 7-1-98; moved from Title 7 (Rule 7.0039) 10-17-98, effective 1-1-99)

**RULE 1.0215**  
**STATEMENT OF FINANCIAL CONDITION**

- A. In all cases in which a defendant requests court appointed counsel at public expense, defendant shall be required to complete a financial statement, under penalty of perjury, disclosing all assets and liabilities, incomes from any and all sources, and expenses in a form approved by this Court. After receipt by the Court, a finding will be made in accordance with the guidelines set forth by Administrative Order.

A defendant's failure to comply with the provisions of this rule shall be sufficient ground for denial of court appointed counsel at public expense.

- B. If an in custody defendant at the time of his/her arraignment requests court appointed counsel at public expense, his/her custodial status shall constitute a prima

facie showing of his/her indigency. No further showing pursuant to paragraph A, above, need be made. However, this appointment is deemed conditional and upon the release of the defendant, or upon request of appointed counsel or the court, he/she shall be required to fully comply with this rule, no later than his/her next court appearance.

Failure to comply with this subsection shall be sufficient ground for denial of court appointed counsel at public expense.

(Adopted 1-1-86; Amended 10-23-93, effective 1-1-94; moved from Title 7 (Rule 7.0040) 10-17-98, effective 1-1-99)

**RULE 1.0220**

**PAYMENT OF COURT ORDERED FINANCIAL OBLIGATIONS**

All court ordered financial obligations, including fines, fees, cost of probation and victim restitution, are to be paid forthwith or in a manner to be determined by the courts' Financial Services Division.

(Added 4-25-98, effective 7-1-98; moved from Title 7 (Rule 7.0041) 10-17-98, effective 1-1-99)